

PS4006 – Contract Summary Screen

Use the Contract Summary Screen to display all contracts for an instructor during a particular year/quarter. The information in this screen provides job data that updates to the Employee Maintenance screens.

User Functions and Key Fields

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|--------|-----------------------------|
| FUNC | I (Inquire) |
| SCREEN | PS4006 |
| KEY1 | Instructor ID or Advisor ID |
| KEY2 | Blank |
| KEY3 | YRQ |

Data Fields

| | |
|--|---|
| YRQ (required) | Course (display only) |
| Instr ID (required) | Spcl Assgn (display only) |
| Instr Name (display only) | Remarks (display only) |
| Con Num (display only) | Con Stat (display only) |
| Pay Cycle (display only) | Issue Date (display only) |
| Job Class (display only) | Payroll Date (display only) |
| Contract Amount (display only) | Job Num (display only) |

Year Quarter

| | |
|-------------------|---|
| Definition | Required KEY3 field. The year and quarter of a contract. |
| Length | 4 characters |
| Format | For year/quarter codes and more detailed information, see Year/Quarter Codes. |

Instructor ID

| | |
|-------------------|---|
| Definition | Required KEY1 field. An instructor's social security number. Note: If you entered the four-digit advisor ID in KEY1, the instructor's ID is retrieved from the Advisor/Instructor Table (IS2002) and is displayed in the Instructor ID field. |
| Length | 9 characters |

Instructor Name

| | |
|-------------------|--|
| Definition | Display only. An instructor's or advisor's name. |
| Length | <ul style="list-style-type: none"> One 12-character field for the advisor's or instructor's name. If available, this is automatically retrieved from the Advisor/Instructor Table (IS2002). One 30-character field for the advisor's or instructor's name which is automatically retrieved from the Employee database. |

Contract Number

| | |
|-------------------|---|
| Definition | Display only. A code uniquely identifying a particular contract for an instructor for a year/quarter. |
|-------------------|---|

| | |
|---------------|----------|
| Length | 2 digits |
|---------------|----------|

Pay Cycle

| | |
|-------------------|--|
| Definition | Display only. The pay cycle on which the contracts will be paid. The first character of the pay cycle code is defined by the system and identifies the frequency of a pay cycle (for example, weekly, monthly, quarterly). The second character of the pay cycle code is defined by colleges. |
| Length | 2 characters |

Job Classification

| | |
|-------------------|--|
| Definition | Display only. A code defined by colleges identifying a job classification. |
| Length | 6 characters |

Calculated Total Contract Amount

| | |
|-------------------|---|
| Definition | Display only. The total amount of pay for a contract. |
| Length | 8 digits plus a decimal |
| Format | 999999.99 |

Course Indicator

| | |
|-------------------|---|
| Definition | Display only. A code indicating if a contract includes classes approved on the Contract Course Screen (PS4001). |
| Length | 3 characters |
| Values | Valid codes: Yes Contract includes classes. No Contract does not include classes. |

Special Assignment Indicator

| | |
|-------------------|--|
| Definition | Display only. A code indicating if a contract includes special assignments entered on the Contract Special Assignment Screen (PS4003). |
| Length | 3 characters |
| Values | Valid codes: Yes Contract includes special assignments. No Contract does not include special assignments. |

Remarks Indicator

| | |
|-------------------|---|
| Definition | Display only. A code indicating if a contract includes remarks entered on the Contract Remarks Screen (PS4004). |
| Length | 3 characters |
| Values | Valid codes: Yes Contract includes remarks. |

| | |
|--|---------------------------------------|
| | No Contract does not include remarks. |
|--|---------------------------------------|

Contract Status

| | |
|-------------------|--|
| Definition | Display only. A code defined by the system identifying the current status of a contract. |
| Length | 1 character |
| Values | Valid codes: Blank Pending contract I Contract issued S Signed contract return R Contract reissued C Contract cancelled |

Issue Date

| | |
|-------------------|---|
| Definition | Display only. The date a contract was issued. |
| Length | 6 digits |
| Format | MMDDYY |

Payroll Update Date

| | |
|-------------------|--|
| Definition | Display only. The date pay information for a contract was updated in the Employee Job Screen (PS0002). |
| Length | 6 digits |
| Format | MMDDYY |

Job Number

| | |
|-------------------|--|
| Definition | Display only. A code defined by users identifying the job to which a contract was updated in the Employee Job Screen (PS0002). |
| Length | 2 characters |